

28 September 1978

MEMORANDUM FOR: Members of the Federal Women's Program Board

FROM

:

[REDACTED]

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SUBJECT

:

Agenda for the October Meeting - Organization
and Direction for 1979

The Conference will be held Monday and Tuesday, October 2 and 3 in Room 906 of the Chamber of Commerce Building and begin at 8:30 am. There is an eight o'clock shuttle from Headquarters that arrives at the CoC by approximately 8:30. Tuesday the meeting will begin at 0900 in the DCI Conference Room 7D64.

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Attachment
Agenda

AGENDA

Introductory Remarks

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3-5 min.

- A. Welcome to the Seminar
- B. Thanks to the past Chairperson, EEO officers, and the Board members
- C. Explanation of how the Seminar will run
 1. Time limits on all discussions
 2. Secretary to take minutes

I. Review of the Board

- A. Review of how the Charter establishes the Board

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10 min.

1. Duties

- B. Problems, solutions and structure of the Board

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1 hour

1. Problems of the Board that have been identified

- (a) lack of continuity
- (b) uncertain role
- (c) "do-nothing" image
- (d) lack of participation
- (e) unclear relationships

2. Solutions and reorganization

- (a) Working group coordinator
- (b) Women's board historian
- (c) Membership chairperson
- (d) Publicity
- (e) Alternate Chairperson
- (f) statistics
- (g) legal
- (h) Steering committee
- (i) EEO coordinator

C. Review of the Board Relationships

45 min

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1. Relations with EEO office
2. Relations with EEO officers
3. Review of Selection Criteria for Board and Working Groups

II. Federal Women's Program Coordinator and Manager

45 min

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- A. Duties of the FWP Manager
- B. Relations between the FWP Manager and the Board
- C. Relations between the FWP Manager and the Working Groups

III. Selection of a Chairperson

30 min.

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- A. Rotating Chairperson among the Directorate Coordinators every 6 months.
- B. Elect a Chairperson from the Board Members for a 1 year term
- C. Federal Women's Coordinator as Chairperson with a vice Chairperson elected by the Board. Vice Chairperson's term to be determined.

IV. Structure of the Meetings

30 min.

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- A. Order of Business
- B. Reports
- C. Agenda
- D. Minutes

V. Review of the Board in 1978 and Objectives for 1979

45 min.

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(Ellie requests that everyone come prepared to discuss their ideas for projects and directions for 1979).

On Tuesday, October 3 the Conference will begin
at 0900 in the DCI Conference Room, 7D64.

0900 Opening of the Conference and a Review
 of the first day.

1000 Speech by Mr. Thomas Polgar
 Subject: Career Management Decisions
 in the DDO and How They Effect
 Women

1100 Meeting with DDCI - Mr. Carlucci

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Lunch and return to Chamber of Commerce

1300 Final discussion of Agenda Item V.
 Review of what the Conference Accomplished

* Please come prepared to participate and give us your
best ideas on these issues.